

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Revision of Regulation

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1. The attached proposed revision of Regulation paragraph 22~~99~~⁹⁰ is submitted for your consideration and approval.

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2. The objective of the proposed revision is to discontinue the maintenance of a central administrative file.

3. Due to security measures and the physical arrangement of the Agency, material for the present file is received from only a few offices. In addition, the type of material forwarded for filing is of negligible value.

4. In view of the foregoing, it is not considered practical to attempt to maintain a central Agency file of this type.

Chief, General Services Office

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Attachment

GSO/RMDB/DM:ew (14 Oct. 1953)

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PROPOSED REVISION OF REGULATION
PARAGRAPH 22(g)

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Present:

Maintain the central administrative files and headquarters mail and courier service.

Proposed:

Provide headquarters mail and courier service.

NOTE TO ACCOMPANY THE REVISED REGULATION

1. The Agency Correspondence Manual provides for the preparation of a yellow tissue copy of outgoing correspondence for inclusion in a central administrative file. The file is maintained, in accordance with Regulation by the General Services Office.

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2. Effective immediately the preparation of this administrative file copy and the maintenance of the file by the General Services Office will be discontinued.

3. The material presently contained in the file will be transferred to the CIA Records Center. Reference to this material will be available by calling extension .

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